



## HOUSTON COUNTY BOARD OF COMMISSIONERS

2020 KINGS CHAPEL ROAD \* PERRY, GA 31069-2828  
TELEPHONE (478) 218-4800 \* FACSIMILE (478) 218-4805

VANESSA ZIMMERMAN  
DIRECTOR OF PURCHASING

April 4, 2024

Dear Vendor:

**The following information and attached documents relate to Bid #24-18: Warehouse/Shop & Landfill Filters.**

The Houston County Board of Commissioners is soliciting sealed bids for the provision of Motor Vehicle Filters to stock the Houston County Inventory Warehouse in Perry, Georgia and the Landfill Maintenance Shop in Kathleen, Georgia. The initial term of the base contract will begin on July 1, 2024, and continue through June 30, 2025. This contract will also include a renewal option as follows: **Option I (07/01/25 through 06/30/26)**.

- **NAPA, WIX, BALDWIN, HASTINGS, or APPROVED EQUIVALENT BRAND FILTERS MUST BE BID.** Filters will be added and/or deleted from the contract, as necessary. Filters will be ordered on an “as needed” basis. All bidders shall provide the equivalent part number for filters being bid; a unit price expressed in two decimal places (\$00.00). Failure to provide all requested information in the required format could result in a bid disqualification.
- **Bid Pricing:** You must respond to the base bid and the option for your bid to be considered. “Option” means a unilateral right in the contract by which, for a specified time, Houston County may elect to extend the term of the contract. Houston County will evaluate bids for award purposes by adding the total price for all options to the total price for the initial base contract term. Evaluation of options will not obligate Houston County to exercise the option. Your bid quote for each filter shall remain the same throughout the initial contract period ending June 30, 2025. There is an option to this bid. The winning bidder is expected to submit their new price list to the Houston County Purchasing Department no later than May 1, 2025, to be considered for the “**Option I (07/01/25 through 06/30/26)**” extension of the contract.
- **Delivery:** Vendor will be required to make delivery to designated locations within twenty-four (24) hours after receipt of our order(s). Vendors must pick up any surplus or deleted filters with credit being issued to the County’s account the day filters are returned to vendor.
- **Freight Charges:** Delivery, freight charges and/or fuel surcharges must be included in your bid pricing. Houston County will not pay any additional charges on the billing invoices.



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To receive consideration, your sealed bid will be accepted in the **Purchasing Department ONLY**, located at 2020 Kings Chapel Road, Perry, Georgia until 2:00 p.m. on **Thursday, April 25, 2024.**

- The following documents are attached:
  - Filters Base Bid List
  - Instructions to Bidders
  - Bid Certification

*Fill-in versions of the filter lists can be obtained by visiting our website [www.houstoncountyga.org](http://www.houstoncountyga.org) and clicking on Business, Purchasing Department Bid 24-18: Warehouse/Shop & Landfill Filters.*

- Sealed bids must include:
  - Filters Base Bid List
  - Bid Certification; and
  - Your Return Address & Phone Number
- Mark your envelope: **“SEALED BID #24-18: Warehouse/Shop & Landfill Filters”**
- Deliver to the:  
Houston County Purchasing Department  
2020 King Chapel Road  
Perry, GA 31069-2828
- Before the deadline of: **Thursday, April 25, 2024, at 2:00 p.m.**

Bids will be opened, evaluated, recapped, and presented to the Houston County Board of Commissioners during their scheduled meeting on Tuesday, May 7, 2024, at 9:00 a.m. at the Houston County Courthouse in Perry, Georgia. The award will be based on the best value to Houston County.

**The Houston County Board of Commissioners reserves the right to accept none, all or any part of your bid and waive all informalities.**

If you should have any questions regarding this bid request, please feel free to contact the undersigned at (478) 218-4800.

Thank you.

Vanessa Zimmerman  
Director of Purchasing  
Houston County Board of Commissioners

Attachments

**INSTRUCTIONS/GENERAL SPECIFICATIONS TO BIDDERS:** The following will bind bidders to the terms and conditions herein set forth, except as specifically qualified in any special bid and contract terms issued with any individual bid. Any questions or clarifications may be directed to Mark E. Baker, Purchasing Agent.

1. **Bid Awards** will be based on the best value to Houston County. Bids should be tabulated, totaled, and checked for accuracy. The unit price will prevail in case of errors. Quote all prices **FOB Destination**. Destination to be specified at time of order. All required information should be included in your bid for your proposal to receive full consideration. The following criteria are used in determining low responsible bidders:
  - (a) Ability, capacity, and skill of bidder to perform required service;
  - (b) Whether bidder can perform service promptly or within specified time;
  - (c) The character, integrity, reputation, judgment, experience, and efficiency of bidder;
  - (d) The performance of previous contracts;
  - (e) The suitability of equipment or material for County use;
  - (f) The ability of bidder to provide future maintenance and parts service; and
  - (g) Local preference: Bids awarded to local vendors contribute to the local tax base and will, therefore, be given special consideration when bidding against outside vendors. Bids received from vendors within the confines of the County will be given preference if their bid is within three percent (3%) of the low bid submitted by any out-of-County bidder. This policy does not apply to any purchases of materials, equipment or services in excess of \$150,000.00. On those cases, the Board of Commissioners will make their decision based on the lowest and best bid as submitted.
2. **Bidder Requirements:** All bidders must be recognized dealers in the materials, services or equipment specified and be qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Department that they have the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which they are interested.
3. **Specifications:** Houston County will reject any materials, supplies or equipment that do not meet specifications, even though bidder lists the trade name or names of such materials on the bid or price quotation form.
4. **Sales Tax:** Houston County Board of Commissioners is exempt from all State Sales Tax and Federal Excise Tax.
5. **Sealed Bids:** shall be addressed to the **Houston County Purchasing Department, 2020 Kings Chapel Road, Perry, Georgia 31069-2828. NO OTHER county offices will accept bids unless specified on the bid. Also, ABSOLUTELY NO FAXED OR PHONED IN BIDS WILL BE ACCEPTED OR CONSIDERED FOR AWARD.**

**HOUSTON COUNTY BOARD OF COMMISSIONERS**

**BID SPECIFICATIONS -- BID #24-18**  
**HOUSTON COUNTY PURCHASING DEPARTMENT**

**WAREHOUSE & LANDFILL FILTERS**

**BID CERTIFICATION**

**I hereby certify that our bid quote meets or exceeds Houston County's specifications. In compliance with this bid request, bidder agrees if this bid is accepted within thirty (30) days from opening, to furnish any or all items upon which prices are quoted, at the price set opposite each item, and to deliver as bid. By signing below, I also certify that I have read, understand and am able to comply with all requirements included in this bid package.**

<b>Company Name</b>		<b>Contact Person</b>
<b>Address</b>		
<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-Mail Address</b>
<b>Authorized Signature</b>	<b>Printed Name</b>	<b>Date</b>

**Contact Person: Vanessa Zimmerman, Director of Purchasing**  
**Houston County Board of Commissioners**  
**Purchasing Department**  
**2020 Kings Chapel Road, Perry, GA 31069-2828**  
**Telephone: 478-218-4800**  
[vzimmerman@houstoncountyga.org](mailto:vzimmerman@houstoncountyga.org)

Baldwin	
Filter #	Price
18029	
18265	
20022	
20028	
20029	
20072	
B0002	
B0027	
B0037	
B0074	
B0075	
B0076	
B0099	
B0114	
B0118	
B0160	
B0233	
B0243	
B0329	
B1402	
B1428	
B1438	
B5134	
B7024	
B7030	
B7039	
B7089	
B7177	
B7215	
B7225	
B7235	
B7285	
B7298	
B7299	
B7322	
B7327	
B7379	
B7443	
B7449	
B7491	
B7503	
B7700	
BA16000	
BA5373	
BA5374	
BA5377	
BA5379	
BC7242	
BC7326	
BD0103	
BD7154	

Baldwin	
Filter #	Price
BD7250	
BD7309	
BF0583	
BF0592	
BF0593	
BF0596	
BF0788	
BF0825	
BF0853	
BF0884	
BF0909	
BF0912	
BF935	
BF0957	
BF0970	
BF1173	
BF1226	
BF1268	
BF1280	
BF1293-SPS	
BF1345-O	
BF1346	
BF1359-SP	
BF1370	
BF1373-SP	
BF1378-SPS	
BF1394-SP	
BF1397-SP	
BF46117	
BF46174 KIT*	
BF46263	
BF63000	
BF7587	
BF7629	
BF7631	
BF7632	
BF7633	
BF7634	
BF7668	
BF7673-D	
BF7677-D	
BF7679	
BF7681-D	
BF7693	
BF7742	
BF7745-D	
BF7773	
BF7802	
BF7863	
BF7922	
BF7924	

Baldwin	
Filter #	Price
BF7940	
BF7957	
BF9895 KIT	
BT0111	
BT0216	
BT0223	
BT0230	
BT0259	
BT0287-10	
BT0339	
BT0427	
BT0839-10	
BT23555-MPG	
BT8307-MPG	
BT8320	
BT8391	
BT8409	
BT8417	
BT8423	
BT8433	
BT8439-MPG	
BT8460	
BT8488	
BT8504	
BT8880-MPG	
BT8911-MPG	
BT9363-MPG	
BT9388	
BT9402	
BT9433	
BT9454	
BW5071	
BW5073	
BW5082	
BW5137	
BW5139	
BW5178	
BW5183	
CA30132	
CA4700	
CA4999	
CA5420	
CA5450	
CA5514	
CV15008	
CV15010	
CV15012	
H9075	
P0106-HD	
P7188	
P7235	

Baldwin	
Filter #	Price
P7505	
P9600	
PA10011	
PA10061	
PA10103	
PA10136	
PA10427	
PA10428	
PA10436	
PA10438	
PA10440	
PA1615	
PA1634	
PA2068	
PA2163	
PA2226	
PA2233	
PA2310	
PA2352	
PA2360-FN	
PA2418-FN	
PA2419	
PA2431	
PA2432	
PA2487	
PA2521	
PA2525	
PA2526	
PA2546	
PA2547	
PA2587	
PA2588	
PA2596	
PA2944-FN	
PA30261	
PA30281	
PA30325	
PA3669-FN	
PA3777	
PA3781	
PA3804	
PA3835	
PA3939	
PA4075	
PA4102	
PA4113	
PA4120	
PA4133	
PA4148	
PA4150	
PA4151	

Baldwin	
Filter #	Price
PA4160	
PA4167	
PA4321	
PA4323	
PA4327	
PA4433	
PA4470	
PA4474	
PA4486	
PA4701	
PA4985	
PA5320	
PA5337	
PA5359	
PA5451	
PA5626	
PA5652	
PA5679	
PA5710	
PA5713	
PA5765	
PA5766	
PE17000	
PE17002 KIT	
PF0935	
PF46174 KIT	
PF46235 KIT	
PF46241	
PF46269 KIT	
PF7545	
PF7678	
PF7698	
PF7735	
PF7777	
PF7779	
PF7812 KIT	
PF7930	
PF7974	
PF7978	
PF9804	
PF9908 KIT	
PT0083	
PT90-10	
PT0189	
PT0535	
PT0548	
PT0670	
PT23629	
PT8392	
PT8972-MPG	
PT9354-MPG	

Baldwin	
Filter #	Price
PT9413	
PT9415-MPG KIT	
PT9416-MPG KIT	
PT9435-MPG	
RS2863	
RS3501	
RS3504	
RS3505	
RS3506	
RS3507	
RS3508	
RS3509	
RS3517	
RS3544	
RS3545	
RS3548	
RS3703	
RS3704	
RS3705	
RS3706	
RS3734	
RS3885	
RS3988	
RS3992	
RS3993	
RS4564	
RS4634	
RS4636	
RS4637	
RS4638	
RS4639	
RS4862	
RS4863	
RS5434	
RS5459	
RS5460	
RS30065 KIT	
RS30342	
SA10429	